

ADMINISTRATIVE ASSISTANT TO THE HIGHWAY SURVEYOR

Definition:

Administrative in assisting the duties to the support the activities and operations of the Highway Department and all other related work as required.

Distinguishing Characteristics:

Works independently or under the general direction of the Highway Surveyor.
Minimal supervision required once all procedures are learned.

Performs administrative and secretarial duties of a responsible nature in assisting the Highway Surveyor in preparation for snow emergencies, (FEMA reimbursement procedures), Massachusetts Highway Department, Chapter 90 funds, Storm Water Management, Department EPA regulations reviewing subdivision plans for Planning Board, ensuring compliance with statutory requirements and in responding to inquiries from the public.

Has frequent contact with the general public, other town departments, boards, commissions, engineering firms, attorneys, and contractors. Must exercise judgment and initiative in responding to inquiries, particularly in situations not clearly delineated by precedent or established procedures.

Has access to confidential information such as pending litigation and personnel records.

Negligible physical effort required in performing duties under typical office conditions.

Examples of Work:

Attends and takes minutes of meetings regarding bid proposal openings;
transcribes minutes for record keeping; composes and processes correspondence.

Reviews incoming mail on behalf of the Highway Surveyor; prepares preliminary budget with the Highway Surveyor for the Annual Budget; prepares payroll for the Highway Department and has the authority to approve and sign the payroll in absence of the Highway Surveyor. Prepares and processes bills incurred by the department and has authority to approve and sign the same.

Answers inquiries from the general public, directly via the telephone or through correspondence with the parties involved, provides information regarding Massachusetts Highway/D.O.T. Chapter 90 and all other M.G.L. pertinent to the Highway Department operations. Maintains a daily log of the department activities.

Processes all billings regarding snow removal on private and unaccepted ways. Prepares snow contractors contracts mailings and payroll. When in the event of snow plowing, calls contractors in, keeps record of time in and out. Dispatches all emergency situations to Highway Surveyor and Police Department. Assists in coordinating and dispatching contractor's routes with Highway Surveyor during snow removal.

Responsible for the maintenance of records regarding road inventories in conjunction with Chapter 90 funding and Storm Water Management. Schedules and follows up on roadway inspections during the week.

Prepares and processes permits for the Road Opening & Trench Permits, correspondence with filing with vendors checks to Treasurer Collector's office. Processes permitting number by e-mail, fax or mail to applicants.

Prepares press releases for the newspaper on upcoming highway projects. Prepares computer-generated reports for the Highway Surveyor on line item balances. Requires the ability to generate spreadsheets with calculations and totals.

Orders supplies for the office and maintains spreadsheets of budgets for the Highway Surveyor and Highway Department to assure spending stays within budget.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience

High School diploma and five years experience in a responsible administrative/clerical position; Experience in a municipal setting and in communication with the public, highway road construction or planning experience desirable; or an equivalent combination of education and experience.

Knowledge, Ability and Skill:

Thorough knowledge of office practices and procedures. Working knowledge of department operations and functions including working knowledge of Massachusetts Highway/D.O.T. Chapter 90 practices and regulations and all other pertinent M.G.L. as they apply to Public Ways. Ability to operate office equipment and to maintain detailed and extensive records and to prepare reports. Compatible to work with the public and contractors effectively and appropriately. Proficient computer knowledge and skills required and a working knowledge of the U Mass Financial Accounting Budget System.